UNIVERSITY OF YORK

Senate

TEACHING COMMITTEE

Minutes of the meeting held on 29 September 2022

Present:

Michelle Alexander (academic member)	Debayan Dey (Undergraduate representative)	Matthew Perry (academic member, co-opted)
Tom Banham (Director of Student Administration and Academic Affairs)	Patrick Gallimore (Chair of Standing Committee on Assessment)	Jane Warne Head of Academic Quality (Secretary)
Michael Bate (academic member)	Jen Gibbons (academic member)	Jill Webb (Associate Dean for Teaching, Learning and Students for Faculty of Social Sciences)
Jan Ball-Smith (Head of Inclusive Learning and Apprenticeships)	Steve King (Associate Dean for Teaching, Learning and Students for Faculty of Science)	Jen Wotherspoon (Deputy Director of Student Services)
Claire Ball-Smith (academic member)	Kirsty Lingstadt (Director of Library, Archives and Learning Services)	Teng Lingshuai Zhang (Postgraduate representative)
Paul Bishop (academic member)	Tracy Lightfoot (Pro-Vice-Chancellor for Teaching, Learning and Students)	
Wayne Campbell (Academic Registrar)	Richard McClary (academic member)	
Tom Cantrell (Associate Dean for Teaching, Learning and Students for Faculty of Arts and Humanities)	Lisa O'Malley (academic member, co-opted)	

In Attendance: David Gent, Amy Muckershie

Apologies: Claire Hughes (Academic member, co-opted), Hannah Smith (Director of Student Careers and Systems), Petros Kefalas (Vice President Teaching & Learning from City College)

CATEGORY I BUSINESS

M22-23/1   **Welcome**

The Chair welcomed new members and those attending the meeting.

M22-23/2   **Declarations of Interests**

There were no declarations of interest relating to the business to be discussed.

M22-23/3   **Minutes and Matters Arising**

The Committee **approved** the minutes of the meeting held on 14 July (UTC.22-23/**1**). Members received an update on matters arising (UTC.22-23/**1**) and noted that the action relating to the report on supervision was still to be completed.

M22-23/4   **Chair's action approvals**

The Committee **received** an update on approvals by Chair's action:

- The Chair had approved a modification to allow two year students on the PG Diploma with Professional Registration in Nursing (Adult) to have the option to top up to the MSc in Nursing Practice within six years of commencement of the programme rather than five.

- The Chair had approved governance arrangements within the new academic Schools (in consultation with the relevant Associate Dean for Teaching, Learning and Students), as follows:

  - School of Business and Society (UTC.22-23/**2a**);

  - School of Physics, Engineering and Technology (UTC.22-23/**2b**);

  - School of Arts and Creative Technologies (UTC.22-23/**2c**).

M22-23/5   **Terms of Reference and Membership**

The Committee **agreed** its revised terms of reference alongside its membership for 2022/23 which had been approved by Senate(UTC.22-23/**3**) which had been approved by Senate. It was noted that a new co-opted member would be needed when Claire Hughes started her role as Associate Dean for TLS (Sciences). It was also agreed to move to establishing a quoracy for UTC, including at least one student representative; student representatives were reminded of the need to send alternates if they could not attend. Members suggested some minor additional updates to ensure that the Terms of Reference reflected current University structures.

Action: Secretary

M22-23/6   **Oral Update from the Chair**

The Committee **received** an oral update from the Chair:

- Members would be receiving a questionnaire to help the Governance and Assurance Office better understand the diversity of University Committees. UTC was the pilot Committee for this work.
- Work on TEF was ongoing, a process had been agreed for drafting and reviewing the submission. David Gent and Tom Banham were thanked for their work on this.
- QAA Subject benchmark statements had been shared for consultation. The Academic Quality team would be contacting relevant departments.
- The University was working to support students and staff with the cost of living crisis.
- UCU was balloting its members on further industrial action
- Work on the university strategy was ongoing and it would be discussed at a Council away day next week.

M22-23/7   **Oral Update from the Student Representatives**

The Committee **received** an oral report from the YUSU representative as follows:

- Priorities included increasing internship and work opportunities, particularly for international students, and providing more MOOCS. Members suggested discussing work opportunities with Hannah Smith, Director of Student Careers and Systems, who was developing support for international students. Matthew Perry would feedback to YUSU on IPC's 'virtual internships' and Jan Ball-Smith, Head of Inclusive Learning and Apprenticeships, would share details of Student Partnerships (which involves students as paid partners).

The Committee **received** an oral report from the GSA representative as follows:

- Priorities included improving feedback on assessments, improving academic support and ensuring that course reps were engaging effectively, particularly with diverse student groups. In relation to these areas of work, the Secretary would share the report received by UTC 'Scoping Supervision at York' and Jan Ball-Smith, Head of Inclusive Learning and Apprenticeships, would be able to support with matters relating to inclusivity.

Action: Secretary

M22-23/8   **Inclusive Learning Steering Group**

The Committee **received** an update from the Inclusive Learning Steering Group and the Inclusive Learning Team (UTC.22-23/**4**) which set out priorities for 2022/23. Members were supportive of the projects and priorities which had been identified.

The Committee noted that it would be good to ensure that the Disrupted Student Journeys working group was joining up with work being undertaken to establish a Leave of Absence procedure, and that SCA and Disability Services were looped into

discussions where relevant. The need to shape policies that were right for students was highlighted and it was suggested, particularly in relation to Leave of Absence, that a separate policy for professional programmes might be beneficial.

It was noted that of the projects and priorities identified for 2022/23, 'assessment and feedback' and 'decolonising and diversifying the curriculum' were of particular concern for academics involved in programme design. Members agreed that messages about these projects needed to be conveyed carefully, so that the work was understood in the context of continuous improvement and not seen a burden on top of modularisation/semesterisation and work on the VLE implementation project.

M22-23/9   **National Student Survey**

The Committee considered a report on the results of the National Student Survey (UTC.21.22/**5**). The University had achieved a response rate of 65% compared with the national response rate of 69%. Overall satisfaction at York had increased from 77.92% to 80.03% compared with the sector average of 76.29%

The Chair highlighted the following:

- For the 6th year running, the University was top of the Russell Group for academic support.
- Satisfaction with assessment and feedback had decreased. The University's result was below the sector average and it had dropped from 6th to 7th in the Russell group. The continued drop in this dimension over the last five years was a cause for concern. Responses to 'feedback on my course has been timely' were particularly negative, and had dropped significantly in Physics and Midwifery.
- Satisfaction with the students union remained low Satisfaction amongst students on combined programmes continued to be lower than for single subject students

Members noted that:

- Analysis of satisfaction by type and volume of assessment would be useful. The data to do this did exist.
- Biology and Chemistry should reflect on the number of comments relating to workload and the impact on students mental health
- Departments needed to be made aware of analysis that was happening at institutional level, for example any research into good practice at post 1992 Institutions, to avoid duplication of effort.
- Departmental level data was more useful than aggregated faculty data.
- Students compared workload with peers and a lack of consistency across Departments impacted on satisfaction.

- The University did not draw on its academics' expertise to support survey analysis.
- Assessment and Feedback had not been identified as a priority for SCA and should be added to its list.

Action: SCA

It was agreed that an NSS action plan should be brought back to UTC for further discussion.

Action: Chair

M22-23/10 **Student Insights**

The Committee **considered** a proposal for a joined-up approach to student experience insight (UTC.22.23/**6**). Members were not clear from the paper how this would be taken forward. It was suggested that the priority should be on establishing a joined up approach to data collection and evaluation. The Pro-Vice-Chancellor for TLS, Associate PVC TLS The Associate Deans TLS, and the Chair of SCA would meet with the Head of BIU to discuss this further

Action: Chair

M22-23/11 **Degree Outcomes**

The Committee **received** a paper on degree outcomes for students completing their degree programme in 2020/1 (UTC.21.22/**6b**). The Committee discussed how degree outcomes data was currently being used and there was variation across departments. It was noted that, for historical data to be of use, it was necessary to also have knowledge of policy changes or other factors that may have been impacting degree outcomes at that time.

The Committee felt that Department level data was more useful than aggregated faculty data and questioned how data would be presented in future for Schools.

It was suggested that annual attainment gap data for different demographics would be a helpful addition for preparing TEF submissions.

It was **agreed** that the Chair of SCA would discuss the data with Departments/Schools.

Action: SCA

M22-23/12 **University Policy on Admissions**

Maxine Charlton, Deputy Head of Admissions, attended to present this paper

The Committee **considered** updates to the University Policy on Admissions (UTC.22.23/**7**). There were no major changes and updates reflected minor housekeeping revisions.   Steve King, Associate Dean Sciences, would send some

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further formatting comments and Claire Ball-Smith would discuss DfE updates with Natalie Gordon, Deputy Head of Admissions (Policy and Compliance). The Committee **approved** the Policy and thanked Maxine for presenting the updates.

Action: AD TLS Sciences and Claire Ball-Smith

M22-23/13 Board of Studies for York Interdisciplinary provision

The Committee **considered** a proposal for the establishment of a York Interdisciplinary Board of Studies (UTC.21.22/**8**). The Board of Studies was needed to support the set-up, governance and administration of a new suite of interdisciplinary modules. The first of these modules will be run via the Environmental Sustainability Academy at York (ESAY) in 2023/24 and further work would be done on other aspects of governance during 2022/23.

Members suggested that it might be helpful to discuss the establishment of the Interdisciplinary BoS with Natural Sciences and RECCS where there was past experience of managing joint Boards of Studies.

The Committee **agreed to recommend** to Senate the establishment of a York Interdisciplinary Board of Studies.

M22-23/14 YUSU Excellence in Teaching and Supervision Awards

The Committee **received** a report on the YUSU Excellence on Teaching and Supervision Awards (UTC.21.22/**9**). The awards had taken place on 16 June 2022, at an in-person ceremony for the first time in two years. YUSU was pleased with the level of engagement with the awards.

The Committee considered the categories and suggested that YUSU could expand categories focussed on academic staff and academic officers. It was also suggested that current categories might miss out professional services staff in academic departments.

The Committee congratulated Jan Ball Smith, winner of the Academic Officers' award.

M22-23/15 SCA: Terms of Reference and priorities

The Committee **considered** the terms of reference, membership and priorities for SCA for 2022/23 (UTC.21.22/**10**). UTC discussed SCAs proposed membership with the following suggestions:

- a quoracy should be established, as had been introduced for UTC, and should include a student representative.
- the distinction between 'members in attendance' and 'members' should be removed, although it was noted that only academic members would have responsibility for signing off awards.

Members noted that a large number of priorities had been identified, and asked to see an update on this with some prioritisation and planned timescales at UTCs next meeting.

Action: SCA

M22-23/16   **Academic Misconduct StaMP procedure**

The Committee **considered** a proposal from SCA to expedite the Academic Misconduct StAMP procedure(UTC.22.22/**11**). This was inlight of a significant increase in the number of cases since the pandemic. The Committee suggested that in relation to the number of StAMP members per School/Department it may be more appropriate to agree a number that was proportionate to the size of the Department. The Chair of SCA agreed to discuss this further.

Action: SCA

The Committee **approved** the recommended changes to the Academic Misconduct procedure.

M22-23/17   **Exceptional Circumstances Process**

The Committee **considered** a proposal from SCA for a pilot of a simplified process for the consideration of Exceptional Circumstances in 2022/23, to help shape the policy and procedure used from 2023/24 onwards (UTC.22-23/12). It was noted that the pilot would be run on an opt-in basis and Departments were encouraged to take part.

UTC was supportive of the proposed pilot. It advised that the revised process may not be appropriate for professional programmes which were subject to external regulations and that those responsible for Faculty approval would need to be aware of these external requirements. SCA would discuss this further with the professional programmes forum.

Action: SCA

The Committee **endorsed** the proposals.

CATEGORY II BUSINESS

M22-23/18   **Meetings** (all to be hybrid, in HG21, from 9.30-12.30)

- 24 November 2022
- 19 January 2023
- 30 March 2023
- 8 June 2023
- 13 July 2023